CHAPTER 13 Noticing Changes



ffective June 1, the U. S. Bankruptcy Court for the Southern District of California will begin noticing Chapter 13-341 meetings and Plans. We will be working with the Bankruptcy Noticing Center (BNC) to send these out.

It is critical that your Chapter 13 Plans are formatted in a way that allows the BNC to notice it without error. Any errors in the Chapter 13 Plan format will delay the noticing 3-4 days.

The easiest format is to use supported fonts, check out this website for more details:

http://www.pdfzone.com/resources/tips/tip0045.html

If you are using a petition software package to write your Chapter 13 Plans, you may not have any choice in your font selection. In this case (or just to be safe), you should embed the fonts into your document.

Use the following instructions to embed the fonts:

If you use the PDF writer to create PDF files

From your petition software (or most any windows program, including Word or Word Perfect):

- 1. Click on File, Print and select the PDF writer as the printer.
- 2. Click on the Properties button, and click on the 'Font Embedding' tab and click the box for 'Embed all fonts'.
- 3. Click OK.

~Note: You should only have to do this once and this setting will become part of your PDF writer defaults, to verify this just repeat the process and ensure the box is still checked.

If you use Adobe Distiller to create PDF files

From your petition software (or most any windows program):

- 1. Click on File, Print and select the Distiller as the printer.
- 2. Click on the Properties button, and click on the 'Adobe PDf settings' tab and click the box for 'Do not send fonts to Distiller' so that the check mark goes away.
- 3. Click OK.

~Note: You should only have to do this once and this setting will become part of your Distiller defaults. To verify this, just repeat the process and make sure that the box is still unchecked.

If you use Word Perfect-Version 9.0 to create PDF files

As you convert your document to PDF:

- 1. Click on File, Publish to PDF
- 2. Click on Details
- 3. Be sure the box 'Include all fonts' is checked.
- ~Note: Converting a document using the built-in publisher (as opposed to pdf Writer) in WordPerfect 9.0 or Word makes the file size really large. The large file size may result in slower filing via CM/ECF.

Did You Know...

You can now view Chapter 13 claims filed in cases after May 1. Just look up your case through PACER and check under Reports, Claims Register.